

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group			<i>Curriculum and Assessment Committee</i>		
Date:		Time:		Location:	
Oct. 1, 2012		1:00 p.m.		BOR Conference Room	

Members Present				
Titles/Reps	Name	Present	Absent	
Chairperson	Kathy Hayes	X		
Vice-Chairperson/ Trade & Tech Div. Chair	Gardner Edgar		X	
Secretary/National Faculty Rep	Resida Keller		X	
Languages & Literature Division Chair	Ross Perkins	X		
Math & Science Division Chair	Snyther Biza	X		
Public Health Division Chair	Paul Dacanay		X	
Social Sciences Division Chair	Delihna Ehmes	X		
National Faculty Rep.	Susan Moses	X		
Education Division Chair	Madalena Hallers	X		
Business Division Chair	Joseph Felix Jr	X		
Chuuk Campus Faculty Rep.	Alton Higashi		X (Holiday)	
Chuuk Campus Instructional Coordinator	Mariano Marcus		X (Holiday)	
Kosrae Campus Instructional Coordinator	Nena Mike	X		
Hotel/Restaurant Management Div. Chair	Debra Perman	X		
Pohnpei Campus Instructional Coordinator	Maria Dison	X		
Pohnpei Campus Faculty Rep	Shirley Jano	X		
Pohnpei Campus floating member	Charles Aiseam	X		
FMI Campus Faculty Rep.	Alex Raiuklur	X		
Yap Campus Faculty Rep.	Joy Guarin	X		

Additional Attendees:	Karen Simion, DAP
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Agenda/Major Topics of Discussion:

1. CAC membership
 - Membership has been altered according to the CACs TOR and will be distributed to division chairs, supervisors etc. for application.
2. Alternative COMET criteria memo
 - It was agreed to have the following documents recommended for the application package: Completed COMET, recommendation letters, high school transcript and application form.
 - An additional section will be added that recommends an essay style question such as ““what do you expect to gain from attending college” to assist in successful application and correct program placement of the student.
 - With the modifications completed a motion was made and seconded to adopt this memo. The vote was unanimous and the motion passed.

- This will be sent to VPIA, DAP and DCTE to then be passed onto the cabinet.
3. Textbook adoption policy
 - A motion was made and seconded to adopt this policy.
 - Vote: 14 yes, 0 no and 1 abstain.
 - Motion passed.
 - This memo will be passed onto VPIA, DAP and DCTE to then be passed onto the cabinet.
 4. Minutes from Sept. 17th meeting
 - A motion was made and seconded to adopt the minutes.
 - Vote: 13 yes, 0 no and 2 abstain.
 - Motion passed.
 5. Date requirements memo
 - A motion was made and seconded to adopt this memo.
 - Vote: Unanimous
 - Motion passed.
 - This memo will be passed onto VPIA, DAP and DCTE to then be passed onto the VPIEQA.
 6. Assessment coordinator officer
 - The discussion focused on the committee's preference to create an "Assessment officer" rather than a whole new office.
 - The officer would work within IRPO and their sole responsibility would be assessment. It should not be tagged onto someone's 'current responsibilities'.
 - The memo will be amended to reflect this and the discussion will continue at the next meeting.

Handouts/Documents Referenced:

1. ILO Documents
2. Student Evaluation Form
3. Instructional Department's minutes
4. Current Health Indicators for Program Review

College Web Site Link:

Prepared by:	<i>Kathy Hayes</i>	Date Distributed:	<i>10/5/12</i>
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Approval of Minutes Process & Responses: Minutes distributed for comments 10/5/12
 Approved: Oct. 15, 2012 meeting

Submitted by:	<i>Resida S. Keller</i>	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

- 1) Chair will send the approved alternative COMET criteria memo, textbook adoption policy and data requirements memo to VPIA, DAP and DCTE.
- 2) Chair will amend the membership list and distribute to committee and update the email list accordingly.
- 3) Chair will amend the assessment coordinator officer memo to reflect discussion and circulate around the committee.

